

Association of Bankruptcy Judicial Assistants

Nashville, Tennessee

Bankruptcy Training Conference Seminar and Examination for Paralegals & Legal Secretaries/Assistants



October 9-10, 2004

Downtown Doubletree Hotel
315 4th Avenue North
Nashville, Tennessee



2004 Bankruptcy Training Conference Seminar and Examination

The Association of Bankruptcy Judicial Assistants ("ABJA") is a national organization chartered in 1989 with a purpose to promote the general welfare of its members; to encourage the highest standard of conduct among its members and the profession at large; to promote the continuing education of its members; and to foster among its members a feeling of camaraderie and mutual confidence. Secretaries/judicial assistants holding appointments by United States Bankruptcy Judges are eligible for membership in the ABJA. Additionally, Certified Bankruptcy Assistants are eligible for associate membership in the ABJA.

One of the primary objectives of the ABJA has been the development of educational programs for our members and the bankruptcy legal community. Understanding that certification in a particular field can promote and maintain professional standards, our Continuing Legal Education Committee developed and modified, for paralegals, legal secretaries/assistants and other non-lawyer persons, a "Bankruptcy Certification Program" (see our website www.abja.org for detailed information on the program). This certification program will enable secretaries/assistants, paralegals, and individuals in the legal profession to keep pace with new developments and will be an effective quality improvement mechanism for employers. Bankruptcy law has developed into a very sophisticated and technical area of legal expertise. With the record number of bankruptcy filings nationwide, the ability and proficiency of those who practice in this field are becoming more demanding. It is imperative that as secretaries, legal assistants, and paralegals, we also develop expertise in this highly specialized area of the law. To assist you in your professional development, the ABJA is offering the opportunity for you to become "certified" as an assistant in the bankruptcy field.

The ABJA Bankruptcy Certification Program will begin promptly at 8:00 a.m. on **Saturday, October 9, 2004, at the downtown Doubletree Hotel, 315 4th Avenue North, Nashville, Tennessee.** The seminar fee for this two-day program is \$150.00 and includes break refreshments on Saturday and Sunday, lunch on Sunday, a study guide, and all program materials. The study guide includes a review of materials to be presented and a sample examination. The Certified Bankruptcy Assistant examination fee is \$99.00. **The CBA registration deadline is September 6, 2004. No refund of registration fees after September 24, 2004.**

Hotel Accommodations: A block of rooms is being held at the Doubletree Hotel (615-244-8200). To take advantage of this special rate of \$89.00 per night (1 person + \$10 each additional person - includes breakfast buffet), your reservation must be made no later than **September 6, 2004.** To obtain the special group rate, please advise the reservationist that you will be attending the ABJA Educational Conference. Additional hotel information is available on their website at www.nashville.doubletree.com.

CONTACT INFORMATION

Visit the ABJA website www.abja.org; or phone Martie Kantor (850-942-8943) or email her at martie_kantor@fnb.uscourts.gov.

CBA Program Agenda

Saturday, October 9, 2004

8:00 - 8:45 a.m. Registration
8:45 - 9:00 a.m. Welcome
9:00 - 10:30 a.m. Bankruptcy Code and Rules - Hon. Jerry A. Brown
10:30 - 10:45 a.m. Break (light refreshments)
10:45 - 12:00 p.m. Bankruptcy Code and Rules continued
12:00 - 1:30 p.m. Lunch (on your own)
1:30 - 3:30 p.m. Legal Research - Tamara Blenkhorn, Esq.

Sunday October 10, 2004

9:00 - 10:30 a.m. Legal Writing & Grammar, Claude Lightfoot, Jr., Esq.
10:30 - 10:45 a.m. Break (light refreshments)
10:45 - 12:00 p.m. Legal Writing & Grammar continued
12:00 - 1:30 p.m. Lunch (provided)
1:30 - 3:00 p.m. Legal Ethics - Hon. Douglas Dodd
3:00 - 3:15 p.m. Break
3:15 p.m. Administration of CBA Examination

REGISTRATION FORM

2004 CBA COURSE/EXAMINATION DOUBLETREE NASHVILLE OCTOBER 9-10, 2004

Name _____

Address _____

Telephone # _____ Fax # _____

E-Mail Address _____

I have made reservations at the Doubletree Hotel Q yes Q no

I have made reservations at another hotel: Q yes Q no

I do not require hotel accommodations: Q

Registration Fees:

Seminar Fee/Study Guide @ \$150.00 \$ _____

Examination Fee @ \$99.00 \$ _____

Total Amount Remitted \$ _____

Registration deadline is September 6, 2004.

**Absolutely no refund of registration fee after
September 24, 2004 (no exceptions).**

Submit this registration form, together with your check to:

**Sally Hanson, ABJA CLE Committee
c/o Hon. Irvin N. Hoyt**

**225 South Pierre Street, Suite 211
Pierre, South Dakota 57501**

Please make checks payable to "ABJA"